

Job Title:	Public Garden Manager
Job Description Number:	1212
Department/Division:	Parks & Recreation/Grounds
Exemption Status:	Exempt
Pay Grade:	109
Immediate Supervisor:	Deputy Director of Parks and Recreation
Normal Work Schedule:	Mon-Fri, 8 hours/day

Brief Description of the Job:

Manage and oversee the daily landscape, park, and fountain maintenance operations for Falls Park on the Reedy and downtown Greenville's central business district; including Peace Center for the Performing Arts, River Place, Children's Garden at Linky Stone Park, West End Market, and city owned plots located along Main St. and the auxiliary streets between Church St. and Academy St. Perform regular inspections of landscape and park maintenance service responsibilities for Falls Park on the Reedy and downtown Greenville's central business district; meet with Assistant Garden Manager and Supervisors to coordinate daily work schedules; inspect ongoing and completed crew work for quality assurance; coach employees and teach best landscape management practices to Falls Park team; manage personnel; manage projects for the Parks and Recreation Department, field and respond to service request, emergency calls, and concerns/request from visitors, residents, fellow city employees, and business owners; designing annual flower color displays. Act as a city ambassador to park and downtown patrons and visitors; attend and participate in departmental and interdepartmental planning meetings for landscape improvement projects, budgeting, and special events; attend and participate in community planning meetings for various projects occurring inside of our service area; administering educational garden tours to school, civic, and social groups; staff park during special events; assist in storm cleanup; perform other services and duties as assigned.

Essential Functions:

Manage and oversee landscape, park, and fountain maintenance operations for Falls Park on the Reedy and downtown Greenville's central business district (60%): Communicate with employees to exchange directives, ideas, and concerns to ensure a safe and memorable experience for patrons. Inspect service areas and issue directives for action to proper team supervisors. Inspect service areas and contact appropriate city departments for assistance as necessary. Monitor team performance and make adjustments as necessary to ensure efficient and quality services.

Serve as ambassador and representative for Falls Park on the Reedy and the City of Greenville (35%): Contact and meet with parties involved with special events and reservations in Falls Park on the Reedy. Contact and meet with garden clubs, contractors, volunteer groups, and other interested parties on various city projects. Communicate and cooperate with various city departments about projects, etc. Lead Garden Manager's tour of Falls Park on the Reedy. Greet, listen, and respond to park and city patrons.

Manage and oversee Falls Park on the Reedy division budget (5%): Monitor division spending, communicate with Deputy Director of Parks and Recreation and Assistant Administrator about budget decisions. Prepare cost estimates for services. Determine purchasing needs.

Other duties and responsibilities as assigned.

Physical Demands

Overall Strength Demands: Light strength demands include exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly AND/OR walking or standing to a significant degree.

Physical Demands: Continuously requires standing, walking, vision, hearing, and talking. Frequently requires fine dexterity. Occasionally requires lifting, carrying, sitting, reaching, handling, kneeling, pushing/pulling, foot controls, balancing, bending, crouching, and twisting. Rarely requires crawling and climbing.

Machines, Tools, Equipment, and Work Aids: Pick-up truck, utility vehicle, hand tools, measuring wheel, tape measure, sprayers, gas-powered lawn equipment, carpentry tools, and plumbing tools.

Computer Equipment and Software: Laptop, printer, fax machine, phone, smartphone, irrigation control box, word processing, spreadsheet, irrigation, and internet web-browser.

Working Conditions

Overall Working Conditions: Satisfactory: Occasional exposure to unpleasant environmental conditions and/or hazards.

Environmental Factors: Weekly exposure to respiratory hazards, noise and vibration, and physical hazards. Seasonal exposure to extreme temperature and wetness and/or humidity.

Health and Safety: Frequent exposure to mechanical hazards and chemical hazards. Occasional exposure to electrical hazards. Rare exposure to fire hazards, explosives, communicable diseases, and physical danger or abuse.

Primary Work Location: Office Environment and Outdoors.

Protective Equipment Required: Steel-toed boots, safety vest, ear plugs, safety glasses, helmet, chainsaw chaps, chemical suit, dust mask, and respirator.

Non-Physical Demands

Frequently requires time pressures, performing multiple tasks simultaneously, and working closely with others as part of a team. Occasionally requires frequent change of tasks, irregular schedule/overtime, tedious or exacting work, and noisy/distracting environment. Rarely requires emergency situations.

Job Requirements

Formal Education: Bachelor's degree in Horticulture Parks and Recreation or related field is required.

Experience: Over four years of experience in supervision, management, and horticulture maintenance.

Driver's License Required: Class D South Carolina license.

Certifications and Other Requirements: South Carolina Pesticides License Class 3 Turf and Ornamentals, CPR, First Aid, and AED Certification.

Job Demands

Reading: Advanced Level: Ability to read, analyze, and interpret general business periodicals, professional journals, technical journals and procedures, financial reports, legal documents, and governmental regulations as well as literature, books, reviews, reports, and abstracts.

Math: Advanced Level: Ability to apply fundamental concepts of theories; work with advanced mathematical operations methods and functions of real and complex variables.

Writing: Advanced Level: Ability to write policies, contracts, speeches, formal presentations, and/or technical and legal documents and correspondence.

Human Collaboration Skills: Decisions regarding interpretation of existing policies may be made. Contacts may involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas. Work has a moderate impact on the organization. External contacts include garden clubs, special event/festival organizations, adjoining property owners, and general public. Internal contacts include Parks and Recreation, Purchasing, Human Resources, General Services, Public Works, and Police Departments.

Management and Supervision: Work requires managing and monitoring work performance by directing subordinate supervisors, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed. Semi-complex scope of supervision. This position is responsible for supervising the positions of Assistant Public Garden Manager and Public Garden Supervisors.

Technical Skill: Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization. Standard application: Work product primarily affects unit processes.

Fiscal Responsibility: Position does research for budget forms and requests, prepares draft documents, and oversees non-discretionary expenditures for a specific program, grant, or project.

Freedom to Act and Impact of Action

Receive General Direction: The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically. Moderate impact of action: Moderate benefits or costs in time, money, or public/employee relations.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.